



HUMAN RESOURCES DEPARTMENT

City of Burlington

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To: Board of Finance

From: Stephanie Hunker, HR Generalist,
Susan Leonard, Human Resources Director

Date: March 17, 2011

Re: Recommendation – Reclassification of Traffic Maintenance Worker to Working Foreman - Traffic

I recommend approval for the Department of Public Works request of a reclassification of one Traffic Maintenance position to a Working Foreman – Traffic position.

As Mr. Paquette indicated in his memo to the Board, this reclassification is to reflect the ongoing needs of a Working Foreman for Traffic division of Public Works.

The department has determined that this position is an integral part of the organizational structure and imperative to operations of the Traffic division. Also, this request will serve to discontinue the current practice of assigning a group leader and group leader pay. At this time the Department of Public Works and Human Resources ask that the position of one Traffic Maintenance Worker (currently Grade 14, \$35552.11 - \$42300.32) be classified as a Working Foreman Grade 16 (\$40130.85 - \$47794.63). Please note the Grade 14 is currently being paid, with the additional 10% Group Leader Pay.

If approved, this proposed change will be effective following City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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ASSISTANT DIRECTOR OF PUBLIC WORKS
*RIGHT OF **William Paquette***
WAY SERVICES

MEMO

DATE: 2-10-11
To: Board of Finance
Stephanie Hanker – Human Resources
From: William Paquette
Ref: Working Foreman Position

D.P.W. Right of Way Services, Traffic Division, is requesting a Working Foreman's position.

Presently the Traffic Division has a Traffic Maintenance Worker who is being paid Group Leader pay. I'm sure that you are aware that the Group Leader position is only meant to be a temporary or occasional position. The Group Leader position in the Traffic Division is a full time assignment which is why we are requesting it to be a Working Foreman position.

The new Working Foreman position would be funded by the Traffic Division budget, which has funded the Group Leader position for a number of years now without a negative impact. Also, in anticipation of approval of this position we have included it in our FY 2012 budget.

Thank you,

William Paquette

An Equal Opportunity Employer

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City of Burlington
Job Description
DRAFT

Position Title: Working Foreman – Traffic

Department: Public Works

Reports to: Foreman

Pay Grade: 16

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for providing on-site leadership, direction and technical expertise to crewmembers engaged in installation, repair and maintenance work on City facilities and infrastructure.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Complete required paper work, including but not limited to; production reports, crew schedules, first report of accident, log of activities, etc.
- Assist crewmembers in maintenance and repair work on City facilities through coordinating crew activities, reviewing work and providing technical oversight.
- Prepare, coordinate and lead assigned work group in daily work assignments and projects including but not limited to scheduling Dig Safe, excavating permits and collecting required deposits.
- Assist Foreman with supervision, evaluation and training of crewmembers.
- Ensures established Department and Federal safety procedures are adhered to.
- Requisitions required materials to complete projects in a manner consistent with Department policies and procedures.
- Maintains control over progress and quality of work in accordance with departmental goals, objectives and standards.
- Participates in the hiring process including but not limited to screening, rating, interviewing and recommending applicants.
- Act as “Ambassador” for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Performs duties and functions of subordinate positions.
- Performs snow plowing as required.
- Acts as Traffic Forman in his/her absence

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- 3 years of experience in construction, maintenance and repair or related field with at least one year in a supervisory role required.
- Class B CDL license required.
- Ability to direct work activities of a small work crew and lead by example.
- Ability to select and assign staff to each task.
- Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.
- Strong problem solving skills required.
- Strong communication skills, both oral and written required.
- Ability to train and motivate subordinate workers.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to operate dump truck, front end loader, asphalt rollers, street sweepers, sidewalk plows, jackhammer, backhoe, bobcat and mad vac and other related equipment.
- Ability to operated wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Ability to lift manholes, covers/frames, bags of concrete (up to 100 lbs. with assistance).
- Ability to work in confined spaces and in moving traffic areas.
- Ability to work nights, weekends and on call required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	100 pounds (with assistance)
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	100 pounds (with assistance)
<input checked="" type="checkbox"/> clear speech	<input checked="" type="checkbox"/> ability to mount and	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		

<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input checked="" type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
<input type="checkbox"/> writing - complex		
<input checked="" type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input checked="" type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: 3

Seasonal Supervises: 45

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Revised 03/10/2011

Department of Public Works
Division of Right of Way
City of Burlington
Proposed

